

TO: Honorable Mayor and Trustees

FROM: Helen Migchelbrink, Town Manager

DATE: January 8, 2024

SUBJECT: Town Manager Report

- Sewer users have been notified about the annual rate reassessment period in their billing, on the Town's website and via social media. The reassessment uses three months' worth of water usage to set sewer rates for the year. The Town's reassessment policy is standard for the industry and recommended by the rate studies Staff has received several requests for individual concessions due to watering trees, filling ponds, hosting guests and miscalculating the dates. Town policy only allows recalculation for a demonstrated water leak.
- The Town is working collaboratively with CDOT, Weld County and local developers to fund, design and build High Plains Boulevard (County Road 9-1/2) from CR 32 to CR 36. The development of this parallel arterial roadway is paramount to the ultimate success of the I-25 Segment 5 widening project that is currently underway.
- Municipal Court was held on December 21st with 39 cases on the docket. Currently there are 36 cases on the docket for January 18th.
- Final certification of valuation by Weld County Assessor has been received and is attached. The Town saw a decrease of 2.6% in final valuation as compared to the preliminary due to adjustments made according to SB 23B-001. The 2024 budget has been adjusted accordingly and filed.
- The Mead Police Department received 7064 total calls for service in 2023, as opposed to 6180 in 2022. An increase of just over 14%.
- Residential construction remained steady in 2023 with a total of 108 single family homes constructed. We anticipate 2024 will see similar numbers of single-family homes built. Commercial construction is expected to continue to be robust.
- Three proposals were received for 2023 Financial Audit services in response to the Request for Proposal ("RFP"). Staff is reviewing the proposals and checking references. In addition, RFPs have been released for Financial Consulting and HR Services. The deadline for proposals is January 26, 2024.
- A ribbon cutting for the QuikTrip convenience store, 3571 Highland Dr, has been tentatively scheduled for January 24, 2024. The Board will receive updated calendar invitations when a time is scheduled by QuikTrip.
- The Department of Homeland Security completed its biannual inspection and audit of the Town of Mead Passport Acceptance facility on December 12th and found no issues. The administrative team is completing annual recertifications. The Town of Mead is an authorized passport acceptance agency that processes new and renewal passports by appointment.
- The Town paving and street maintenance projects are complete for 2023, but a few development-related road projects in Mead are still ongoing. Current road closures due to construction can be found on the town's website:
<https://www.townofmead.org/engineering/page/street-maintenanceroad-closures>.
- Key projects update:
 - 3rd and Welker Intersection – Real estate acquisition continues. A progress meeting was held with the design team on December 27th. The team is submitting the final plans to CDOT for review. Only utility and real estate procurement/clearances need to be finalized to release the project to bid. Staff is reviewing 6 proposals submitted for the Construction Management RFP.

- Community Center – Staff has switched gears and is pursuing a purchase of the railroad property instead of a land lease. A scoping meeting was held for audio/visual design services.
- SH66 Pedestrian Crossing – A progress meeting was held with the design team on December 15th. The team met with utilities in the field to start the relocation coordination efforts.
- YTD totals for new single family home permits:
 - 2023 YTD: 108 SF Permits, 123 Certificates of Occupancy
- Boards and Commissions
 - There is a vacant seat for an Alternate Commissioner on the Planning Commission and a business member of the Finance Committee. Those who may be interested should contact the Town Clerk’s office to apply. Applications will be accepted until January 8th. Any applicant must attend at least two meetings prior to being considered by the Board of Trustees for appointment.
 - The January Planning Commission meeting is canceled.
- Human Resources
 - The Town is advertising open positions using NeoGov recruiting platform: <https://www.governmentjobs.com/careers/townofmead>
 - Open full-time positions include Economic Development Specialist and Maintenance Worker I.

Community Development

- The application for the Meadow Ridge Final Plat is active again, after several months of inactivity. This application is on track to go the Board in early 2024.
- Club Car Wash, located next to QuikTrip, received their building permit and is under construction.
- The Waterfront development is under contract with a large, national homebuilder. Infrastructure and public improvement work for the first phase could start early in 2024.
- The new owners of the Mead Towne Center building continue to work on the building and construction drawings for exterior work, including the sidewalk and parking lot.

Public Works and Engineering

- A progress meeting was held with CDOT regarding the 1601 I-25/CR 38 interchange planning effort on December 22nd.
- A Revitalizing Main Streets grant was awarded for the Safe Routes to School trail project for additional construction funds.
- Staff conducted an FIR meeting with CDOT for the preliminary construction plans on the CR 34 bridge replacement design effort.

Community Engagement

- Older Active Adults will have their first Lunch Bunch of 2024 at Rancheros on January 23rd. MVFRD has been scheduled to attend the monthly Friendly Fork lunches to conduct blood pressure checks.
- 3rd – 8th grade basketball begins January 8th. Games will be played in Mead and Carbon Valley. 98 youth are registered for this division.
- Community Engagement finalized 2024 recreation and event programs. 2024 events and activities are listed on CivicRec and the website.
- Registration for spring sports opened on January 2nd. Spring youth programs include soccer, volleyball, and Girls on the Run.

Police Department

- New officer Daniel Aguirre is progressing through field training. Giovanni Bustamante completed field training and is working Wednesday through Saturday. This places staffing at 14 officers with one officer in training.
- The December Mid-Monthly and Monthly Reports are attached.
- A new crossing guard, Sherri Opperman, was hired. She completed her training last week.